



Job Aid – Reasonable Compatibility Tool

Objective

The objective of this Job Aid is to provide Eligibility Specialists with the step-by-step instructions for using the Reasonable Compatibility Tool (RC Tool).

Overview

Reported income is considered Reasonably Compatible (RC) and verified if the amount reported by the consumer is:

- 1.) Greater than the interface amount identified in KDOL or the Work Number
- 2.) Within 20% of the amount identified in KDOL or the Work Number. Note: Income is considered Reasonably Compatible if it is compatible with only one interface.

If the income reported by the consumer does not meet the above criteria for Reasonable Compatibility further income verification is required. Self Attestation (SA) of income must be tested for Reasonable Compatibility using the RC Tool on all cases with earned income and KDOL or Work Number findings effective 1/1/2014.

Instructions

1.) Open Reasonable Compatibility (RC) Tool

Open the RC Tool from your Desktop. If the RC Tool is not currently saved to your PC Desktop complete the following actions:

- Navigate to the following location
<\\Fs1kstop\shared\PSI HP KHPA Shared\Macros\Spreadsheets\Final>
- Right click the Excel spreadsheet titled “Reasonable Compatibility Tool”
- Select Copy
- Navigate to and right click on the Desktop
- Select Paste

2.) Enter Self Attestation

The source of income, Self Attestation (SA) of income and Interface findings as reported from KDOL or Work Number must be entered as follows:

- Enter the Self Attestation of income in the Self Attestation (Monthly) field.
Note: If needed, use the Hourly Rate Calculator at the bottom of the RC Tool to calculate hourly rate of pay times hours worked per week. The calculator will convert the total into a monthly amount.

Screenshot: Reasonable Compatibility Tool

REASONABLE COMPATIBILITY CALCULATOR			
Person 1	Self Attestation (Monthly)	\$1,505.00	YES
	KDOL (Monthly)		
	Compatibility %	0.0000%	

2.1) Convert Wages (If Necessary)

If necessary convert the wage earner's hourly rate of pay times hours worked per week into a monthly total by completing the following actions:

- Scroll to the bottom of the RC Tool and locate the Hourly Rate Calculator
- Enter the wage earner's hourly rate of pay in the Hourly Rate of Pay field
- Enter the wage earner's reported hours worked per week in the Hours Worked Per Wk field
- Enter the amount found in the Monthly Amount field in the Self Attestation (Monthly) field under the applicable Person 1,2,3 or 4 above

Screenshot: Reasonable Compatibility Tool / Hourly Rate Calculator

Hourly Rate Calculator	Hourly Rate of Pay	\$10.00	\$1,505.00
	Hours Worked Per Wk	35.00	

3.) Enter Interface Income

Enter the interface findings as reported from KDOL or Work Number as follows:

- Select KDOL (Monthly) or Work # (Monthly) from the Interface Amount Dropdown (directly below Self Attestation)
- Enter the monthly income amount, as found in the interface in the Interface Amount field. See Step 3.1 for calculating quarterly KDOL wages into a monthly amount. See Step 3.2 for calculating income found through the Work Number

Screenshot: Reasonable Compatibility Tool

REASONABLE COMPATIBILITY CALCULATOR			
Person 1	Self Attestation (Monthly)	\$1,505.00	YES
4th Quarter 2013	KDOL (Monthly)	\$1,800.00	
	Compatibility %	16.3889%	

3.1) Convert KDOL Wages

Convert quarterly KDOL wages into a monthly total by completing the following actions:

- Enter the the quarterly amounts (up to 4 per wage earner) in the Quarterly Amounts field
 - **IMPORTANT** - Enter all KDOL wages from the most recent quarter of the last two quarters. Do not enter if the most recent quarter is 3 quarters in the past
 - **Example** – If an application is received 3/1/2014 and KDOL wages show for the 3rd and 4th Qtr 2013, enter the quarterly amount from the 4th Qtr.
- Enter the amount found in the Monthly Amount field in the Self Attestation (Monthly) field under the applicable Person 1,2,3 or 4 above
- Enter the quarter used in the Person 1,2, 3 or 4 field

Screenshot: Reasonable Compatibility Tool / KDOL Calculator

KDOL Calculator	Quarterly Amounts	Monthly Amount
	\$4,502.00	\$1,800.00
\$898.00		

3.2) Convert Work Number Wages

Convert Work Number wages into a monthly total by completing the following actions:

- Enter **ALL pay dates and amounts from the most recent 30 days** in the Dates and Amount fields
- Select the pay frequency from the Frequency Multiplier dropdown
 - Monthly = 1
 - Semi Monthly = 2
 - Bi-Weekly = 2.15
 - Weekly = 4.3
- **Note:** If a frequency is not selected the monthly amount will not calculate.
- Enter the amount found in the Monthly Amount field in the Self Attestation (Monthly) field under the applicable Person 1,2,3 or 4 above
- Enter the 30 day date range used in the Person 1,2, 3 or 4 field

Screenshot: Reasonable Compatibility Tool / Work Number Calculator

Work Number Calculator	
Frequency Multiplier	2.15
Date	Amount
12/1/2013	\$896.00
12/15/2013	\$881.00
12/29/2013	\$872.00
Monthly Amount	\$1,898.45

4.) Review Reasonable Compatibility

Review reasonable compatibility by completing the following actions:

- Review the Compatibility% and Yes/No indicator

If the Yes/No indicator displays Yes in Green the consumer's Self Attestation of income is reasonably compatible and the income has now been verified. Enter the Self Attestation of Income into the Platform Income Worksheet and the EAIN screen in KAECSSES.

If the Yes/No indicator displays No in Red the consumer's Self Attestation of income is NOT reasonably compatible and further verification is required. Proceed through Tiers 3 and 4 of the income verification policy to verify the applicant's income prior to completing the eligibility determination.

- Repeat until all applicable reported income has been tested for Reasonable Compatibility

Screenshot: Reasonable Compatibility Tool

REASONABLE COMPATIBILITY CALCULATOR			
Person 1	Self Attestation (Monthly)	\$1,505.00	YES
4th Quarter 2013	KDOL (Monthly)	\$1,800.00	
	Compatibility %	16.3889%	
Person 2	Self Attestation	\$1,505.00	NO
12/01/2013 - 12/31/2013	Work # (Monthly)	\$1,898.45	
	Compatibility %	20.7248%	
Person 3	Self Attestation	\$1,905.00	YES
4th Quarter 2013	KDOL (Monthly)	\$1,800.00	
	Compatibility %	-5.8333%	
Person 4	Self Attestation	\$2,505.00	YES
12/01/2013 - 12/31/2013	Work # (Monthly)	\$1,800.00	
	Compatibility %	-39.1667%	

5.) Image Reasonable Compatibility Tool

After testing all wages for reasonable compatibility continue processing image the tool by completing the following action:

- Screenshot
- Enter Case Name and Case Number on the RC Tool Imaging Template (email template)
- Send email template to ImageNow